

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post PANAMA	2. Agency STATE	3a. Position Number A52229		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) <u>A52235</u>, <u>Warehouseman</u> (Title) <u>805</u> (Series) <u>2</u> (Grade)</div> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain)_ <u>Reflect current supervisors</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO	Supply Clerk, FSN-805	FSN-5; FP-9	MM	12/21/07
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>) Assistant Supply Clerk (NXP Inventory)		7. Name of Employee		
8. Office/Section U.S. Embassy Panama		a. First Subdivision Management Section		
b. Second Subdivision General Services Office		c. Third Subdivision Property Unit		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position The incumbent will be conducting and reconciling non-expendable property inventories in offices, residences, Maintenance Facilities, Warehouse, Marine House, CMR, DCMR, and all USG Agencies signed up for Non-Expendable Property Management under ICASS. Assists Supply Clerk, Data Analyst, ILMS with Asset Management program updates and other property functions.				
14. MAJOR DUTIES AND RESPONSIBILITIES 70 % OF TIME 1) Either manually or by laser (Portable Data Terminal – PTD) and computer equipment conducts, reconciles, and tracks Initial and Final inventories and Welcome Kit loans for all US personnel whose Agencies are signed up for Non-Expendable Property Management and Basic Package under ICASS (approx. 100 employees).				

Conducts and reconciles the annual inventories of office buildings (Chancery and GSO Annex), Warehouse, Maintenance Facilities, and MSG residence. Performs the Annual IF Inventory on official residences (CMR & DCMR). Prepares reconciliation and discrepancy reports for the Warehouse Supervisor's review and approval. Follows up on all actions consequent to inventory. Maintains laser inventory equipment when in actual use (controlled items under GSO's responsibility).

25 % OF TIME

2. Performs manual labor duties normally associated with the management of USG Property in the warehouse, offices, residences, airports and retail outlets. These duties may include handling, loading, unloading, setting-up and dismantling office and residential supplies, furnishings, appliances and equipment

5 % OF TIME

3. Other duties as assigned, such as assists with preparations for and execution of Property Auctions and Sealed Bid Sales (prepares Sales List, memos, and other associated materials.) Calculates depreciated values for loss of /damages to USG Property and generates Bills for Collection.

NOTA: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of High School is required.

b. Prior Work Experience:

Two years of experiences in a warehouse and administrative inventory/stock control related experiences required.

c. Post Entry Training:

None. During probationary period, incumbent must take Department of State Property ILMS Asset Management Training. Receive on-the-job training on procedures for safe moving techniques, training on high elevation forklifts and other Material Handling Equipment, and how to classify all types of furnishings.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level I (Rudimentary Knowledge) Speaking/Reading/Writing English and Level III Speaking/Reading/Writing Spanish required.

e. Job Knowledge:

Basic knowledge of property management and inventory controls/principles is required. Basic knowledge on procedures for organizing sales is required. Good knowledge of MS Word Applications is required.

f. Skills and Abilities:

Must be able to move large pieces of furniture with assistance. Must have good interpersonal skills. Must be a customer service orient person. Must be able to operate all types of forklifts and material handling equipment utilized at Post, GSO, and Warehouse.

16. Position Elements

a. Supervision Received:

Direct supervision by Warehouse Supervision.

b. Supervision Exercised:

None.

c. Available Guidelines:

6 FAM, 14 FAM, and 15 FAM Property Regulations, Local Mission Policies and Directives, State Department cables, as instructed by supervisory chain of command.

d. Exercise of Judgment:

Limited – in recognizing inventory discrepancies, advising supervisor on property conditions and recommending which types of furniture/equipment to repair, refinish, reupholster, clean, and dispose of.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Mainly working level contacts within GSO section and Direct Hire employees/family members while scheduling or conducting office and residential inventories. Also with building security, building administration, landlords and landlords' contractors.

g. Time Expected to Reach Full Performance Level:

One year.